



Neighborhood Block Parties

The Town of Westfield is a genial community that has long supported the tradition of neighborhoods hosting annual block parties. For purposes of this discussion, a block party is defined as an outdoor public party hosted by the residents of a town block. (Although there may be one or two residents serving as coordinators, a party is considered a block party only when it is hosted by the residents of the block. It is important to keep this distinction in mind as a private party does not constitute a block party, even if all the residents of the block are invited.)

When planning a block party, please keep in mind the following guidelines:

- ★ The residents of the block where the block party is planned to take place must secure written approval from the Town to close a street to vehicular traffic by completing a “Request for Permission to Host Block Party” application form (see reverse side) and submitting it to the Town Administrator. Block parties can only take place on municipal roadways, though requests to close municipal arterials and/or collector streets may not be approved due to issues associated with traffic volume and/or circulation.
- ★ Generally, only one block may be approved for street closure, though unique circumstances and/or roadway configurations will be given special consideration.
- ★ Block parties may be held between the hours of 10:00 a.m. and 10:00 p.m. on Saturdays or Sundays from May 1 through Columbus Day as well as the following federal holidays: Memorial Day, July 4th (observed), Labor Day, or Columbus Day.
- ★ Generally, one block party per year per block may be requested.
- ★ When a request for a block party is approved, please remember that any applicable laws and town ordinances such as those with regard to amplified music, the leashing of dogs, fireworks prohibited, no markings in the street, and so on remain in effect.
- ★ It is suggested that you apply for a block party at least two weeks in advance. However, if the residents of the block hosting the party intend to rent amusement rides for the occasion, a separate amusement device license must be applied for from the Town Clerk’s Office (908-789-4030), approval is by Town Council resolution only, and the Fire Department is required to inspect the ride(s). Consequently, it is the responsibility of the residents planning to host the block party to submit the request far enough in advance to meet these requirements.
- ★ In case of inclement weather or unforeseen circumstance, it is suggested that a “rain date” be included with your request.
- ★ A deposit of \$25.00 for the use of barricades in the form of a check made payable to the “Town of Westfield” is required to be included with the completed application form that is submitted to the Town Administrator’s office. The deposit will be returned to the applicant via regular mail once the Department of Public Works confirms that it has received all of the barricades that it lent out to the party planner.
- ★ Again, the Town of Westfield supports the block party tradition and makes every effort to approve the residents’ request to host a block party. However, there may be certain conditions, circumstances, schedule conflicts, or locations that prohibits approval.



REQUEST FOR PERMISSION TO HOST BLOCK PARTY

Application Date: _____

The residents of the _____ block of _____
(100, 200, 300, etc. or house number range) (street name)

request permission to host a block party between the hours of _____ a.m./p.m. and _____
(start time)

_____ a.m./p.m. on _____, _____, 2018.
(end time) (day) (month) (date)

In addition, the residents request permission to close the street listed above at the point from

_____ to _____.
(intersecting street name or house number) (intersecting street name or house number)

The rain date of _____, _____, 2018, is also requested.
(day) (month) (date)

The undersigned resident of _____ is submitting this
(house number) (street)
request on behalf of the residents who reside on the block and certifies that all have been invited
and there is consensus among the residents as to the block hosting the above described event. A
deposit for the barricades to be borrowed in the form of a check made payable to the "Town of
Westfield" in the amount of \$25.00 is attached.

(please print first and last name)

(telephone number)

(signature)

(e-mail address)

Submit this form to:

Office of the Town Administrator

Town of Westfield, 425 East Broad Street, Westfield, New Jersey 07090-2196

----- For Office Use Only -----

Dear Applicant:

☐ \$25.00 Deposit Received

☐ Your request to host the block party as per the above application is not approved.

☐ Your request to host the block party as per the above application is approved. It is advised
that you use barricades to properly close off the street for the block party. The Department of Public Works
will drop off barricades at your (the applicant's) address listed above on the Friday prior to the block party
date. The Department of Public Works will pick up the barricades from your address on or about the first
business day following the block party date.

Sincerely,

cc: Police
Fire Department
Department of Public Works
File

James H. Gildea
Town Administrator